



Wisconsin Department of Public Instruction
**APPLICATION FOR SUPPORT OF PROFESSIONAL
DEVELOPMENT FUNDS**
WISCONSIN IMPROVEMENT PROGRAM
PI-1692 (Rev. 06-06)

INSTRUCTIONS: Submit a separate request for each proposed activity. Forms **must** be submitted 30 days prior to activity.
Submit to:

ANNETTE HANSON (608) 267-2003
WISCONSIN IMPROVEMENT PROGRAM
125 SOUTH WEBSTER STREET
P.O. BOX 7841
MADISON, WI 53707-7841
(608) 267-2920 (FAX)

This form is available at
dpi.wi.gov/tepd/wip.html

	GENERAL INFORMATION	
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1. Title/Activity Proposed

2. Proposed Starting Date

3. Proposed Ending Date

4. Applicants	
Name	Position

5. Name of School

6. Address Street City, State, ZIP

7a. Telephone Area/No.

7b. Extension

8. Other Key People in the Proposal

9. Description of the Proposed Activity *Be Specific*

10. Proposed Activity Site/Address	
Site	Address

GENERAL INFORMATION (cont.)

11. Budget

List specific cost breakdown and estimate of total cost. Proof will be required at conclusion of function.*

Personnel (Honorarium)		
Registration Fee		*Include copy of flyer/brochure indicating date, fee amounts, description, etc.
Mileage 42.5¢/Mile		
Lodging \$62 max		Will need original lodging bill and proof of payment after activity is concluded.
Meals		
Breakfast(s) \$8 max		
Lunch(es) \$9 max		If a workshop or seminar will need a list of people participating in the meal function(s) and a copy of the food invoice(s).
Dinner(s) \$17 max		
Breaks(s) \$5 per break		
Materials		A breakdown of materials purchased and a copy of the cancelled check or voucher showing proof of payment will be needed.
TOTAL	\$0	

This will be reimbursed to facilities/person(s) listed in Item 12 *after* completion of the event and supporting documentation is received.

12. Name and Address of School District/Campus or Person to be Paid

List complete name and address and include FEIN or Social Security number.*

School District	Address Street, City, State, ZIP	FEIN No.*
Individual	Address Street, City, State, ZIP	Social Security No.

*All schools need to have a *Federal Employees Identification Number (FEIN)* on requisition. If number is not provided, this application will be returned for this information.

SIGNATURES

Money available during current school year does not accumulate from year to year. Yearly deadline for application must be postmarked by May 1.

Signature of Applicant	Date Signed
➤	
Signature of District Administrator or Principal	Date Signed
➤	